

USERGUIDE

On the provided page click on the “Signup” button.

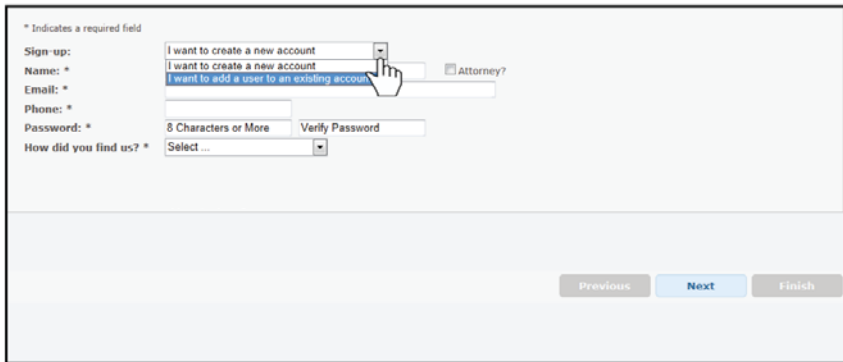
Please note: We recommend using any modern browser for the best experience

- 1 In the **Sign-up** field box, click on the dropdown and select “**I want to add a user to an existing account.**” Provide your name, email, phone number and create a password.

Type in your account number (**You can get this from your account administrator**) and ZIP code.

If you are an attorney, click on the box marked “**attorney**” and type in your Bar ID number.

Click on “**Next.**”



* Indicates a required field

Sign-up: I want to create a new account
I want to create a new account
I want to add a user to an existing account

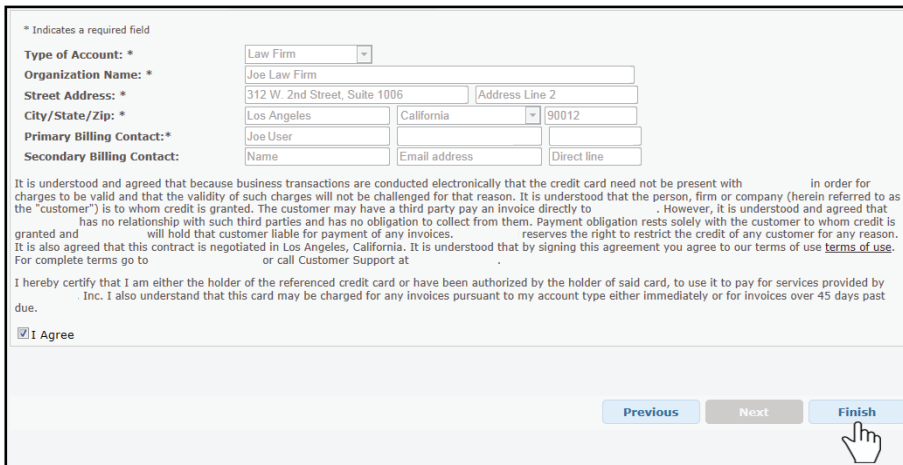
Name: *
Email: *
Phone: *
Password: * 8 Characters or More Verify Password
How did you find us? * Select ...

Attorney?

Previous Next Finish

- 2 Verify that this is the correct account and click on “**I Agree.**”

Click on “**Finish.**”



* Indicates a required field

Type of Account: * Law Firm
Organization Name: * Joe Law Firm
Street Address: * 312 W. 2nd Street, Suite 1006 Address Line 2
City/State/Zip: * Los Angeles California 90012
Primary Billing Contact: * Joe User
Secondary Billing Contact: Name Email address Direct line

It is understood and agreed that because business transactions are conducted electronically that the credit card need not be present with in order for charges to be valid and that the validity of such charges will not be challenged for that reason. It is understood that the person, firm or company (herein referred to as the “customer”) is to whom credit is granted. The customer may have a third party pay an invoice directly to . However, it is understood and agreed that has no relationship with such third parties and has no obligation to collect from them. Payment obligation rests solely with the customer to whom credit is granted and will hold that customer liable for payment of any invoices. reserves the right to restrict the credit of any customer for any reason. It is also agreed that this contract is negotiated in Los Angeles, California. It is understood that by signing this agreement you agree to our terms of use [terms of use](#). For complete terms go to or call Customer Support at .

I hereby certify that I am either the holder of the referenced credit card or have been authorized by the holder of said card, to use it to pay for services provided by Inc. I also understand that this card may be charged for any invoices pursuant to my account type either immediately or for invoices over 45 days past due.

I Agree

Previous Next Finish

USERGUIDE

- 3 A notice will appear confirming that the account was created successfully. A confirmation email will also be sent.

To immediately start placing an order, click on the “**Here**” link in the thank you message.

Thank you for creating an account with us.

To verify that your contact email address is correct, an email has been sent to

The confirmation email should arrive in your in-box within the next few minutes. If the email does not arrive, please check your junk-mail folders.

If you need service immediately, please call Customer Support at _____ during office hours of 8:00am to 5:30pm PDT.

To start placing orders, please click [here](#).

To go back to [home page](#), please click [here](#).

